

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
CERTIFICATION REQUIREMENTS FOR HEALTH SCIENCES  
VOCATIONAL TEACHING CERTIFICATE**

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**HEALTH UNIT COORDINATOR/WARD CLERK – POSTSECONDARY AND ADULT**

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**I. INITIAL TWO (2)-YEAR CERTIFICATE:**

A Vocational I (V1) teaching certificate, valid for a period of two (2) years from the effective date on the certificate, will be issued to applicants meeting the following criteria:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** Individuals seeking certification must possess a minimum of two (2) years (four thousand (4,000) hours) of directly-related occupational experience (in the technical area for which the candidate will teach) within the most recent ten (10) years;
- C.** Individuals must possess a current V1 or V2 Vocational Teaching Certificate in Health Sciences Education;
- D.** Individuals must have successfully completed an approved, higher education-based course in cooperative education methodology; and
- E.** Teachers who will be teaching in this professionally-licensed occupation must be currently licensed and maintain licensure in Nursing.

**II. RENEWAL FOR A TWO (2)-YEAR CERTIFICATE:**

The Health Unit Coordinator/Ward Clerk initial (V1) certificate may be renewed two (2) times (for a total of six (6) years of V1 Certification). Renewal is contingent on submitting "Evidence of Progress" towards the Vocational II (V2) five (5)-year certificate. This "Evidence of Progress" will be verified and supported by the candidate's Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** The application for renewal must include "Evidence of Progress" towards the V2 Certificate as indicated by current higher education transcripts (photocopies accepted);
- C.** Evidence of successful performance in the Missouri New Teacher Institute (NTI). New Teacher Institute must be completed prior to the instructor's first year of teaching (preferred) or, in extenuating circumstances, before the instructor's second year of teaching. Possible exemptions of the NTI requirement will include evidence of the instructor successfully completing a teacher education program/course work and/or prior successful classroom instruction. Successful completion of this requirement will provide three (3) credit hours of Section D below;
- D.** Evidence of successful performance towards eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. Two (2) vocational courses within this eight (8)-hour block, "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), are required and must be successfully completed during the initial V1 two (2)-year period;

Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and

Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Educator Certification Section;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- E. Evidence of successful performance towards twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

"Successful Performance" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale; and

- F. Confirmed attendance at one (1) conference regarding vocational education during the two (2)-year period.

### **III. INITIAL FIVE (5)-YEAR CERTIFICATE:**

A Health Unit Coordinator/Ward Clerk vocational (V2) certificate, valid for a period of five (5) years from the effective date on the certificate, will be issued to applicants completing the V1 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. The application for an initial five (5)-year must include "Evidence of Completion" of the V2 Certificate requirements as indicated by current higher education transcripts (photocopies accepted);
- C. Evidence of successful completion of eight (8) credit hours of transcribed, higher education-based professional Vocational Education courses from an approved vocational-technical teacher education institution. This eight (8) hour vocational block must include the two (2) required vocational courses "Selection and Organization" (curriculum development) and "Principles of Teaching" (instructional methods), and NTI (if no exemption from NTI was granted). These vocational courses must be successfully completed during the initial V1 two (2)-year period; Additional vocational education courses included (but are not limited to) Vocational Guidance, Occupational Analysis, Foundations of Adult Education, Philosophy of Vocational Education, Principles of Cooperative Vocational Education, Vocational Education for Special Needs Students, Topics of Vocational Teaching Procedures (New Teacher Institute), Measurement and Evaluation, and courses and workshops which have prior approval of the Missouri Department of Elementary and Secondary Education's Industrial Education Section;  
"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;
- D. Evidence of successful completion of twelve (12) credit hours of transcribed, higher education-based General Education course work. Any "General Education" course that meets graduation requirements of a two (2)- or four (4)-year degree program from an accredited institution will meet this requirement. However, intent of course must be evident on the instructor's Individual Professional Development Plan. Prerequisite courses (that may be "recognized" as transferable credit but that do not meet graduation requirements of a two (2)- or four (4)-year degree) will not count towards the V2 Certificate requirements;

"Successful Completion" is defined as a grade letter of "C" (2.0 GPA) or above on an "A-F" (4.0 GPA) grading scale;

- E. Confirmed attendance at one (1) conference regarding vocational education during each two (2)-year period.

### III. RENEWAL FOR A FIVE (5)-YEAR CERTIFICATE:

A Health Unit Coordinator/Ward Clerk vocational (V2) certificate may be renewed for five (5) years. The certificate will be valid for five (5) years from the effective date on the certificate. This renewal will be issued to applicants completing the V2 Individual Professional Development Plan (IPDP), which was submitted to their immediate supervisor for approval. These requirements are:

- A. The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B. Confirmed attendance at three (3) conferences regarding vocational education during the five (5)-year period;
- C. Additional course work OR Technical Workshops (either C1 or C2):
  - C1. Additional course work: Submit an original or photocopy of official grade report or transcript for a minimum of three (3) hours of course work completed within the renewal period; or
  - C2. Technical Workshops: Submit a copy of Certificate of Completion or official letter from workshop presenter/sponsor verifying dates of attendance and number of contact hours of workshops sponsored by industry or organizations relating to the Occupational area being taught (total of ten (10) days or a minimum of sixty (60) contact hours); and
- D. Occupational Experience OR Occupational Survey (either D1 or D2):
  - D1. Occupational Experience: Submit an original letter signed by the employer(s) stating type of work completed, total number of clock hours and dates of work (minimum of three hundred twenty (320) clock hours). This experience must consist of techniques and skills utilized in the instructional program or experience that will allow the instructor to expand and update the instructional program; or
  - D2. Occupational Survey: Meet all the requirements per the Guidelines for Completing a Community Survey and submit all survey information with certification request. The data gathered for the survey should relate to current industrial practices and employment potential (Occupational Survey must be approved by immediate vocational administrator/supervisor).

**NOTE:** Regarding Self-employment: Submit a letter explaining actual work performed, activities completed, and a summary of how this work assisted instructor in upgrading skills to meet the demands of new technologies and techniques in the area of expertise. Total number of clock hours and dates of work must be included.